Assigning User Defaults

To update employee profiles, use the Update Profile component.

When you access the Employee Profile - Employee Data page using the Travel and Expenses navigation, you can edit personal information about an employee. However, subsequent updates from human resources may overwrite your manual changes.

This example illustrates the fields and controls on the Employee Profile - Employee Data page.

1. Click the Expense WorkCenter

2. Scroll down and expand Employee Data
3. Click the Update Profile menu.
This example illustrates the fields and controls on the Employee Profile – Employee Data tab

This example illustrates the fields and controls on the Employee Profile - Organizational Data tab
Understanding User Defaults

You can set up user defaults to minimize the amount of data entry on travel authorizations, cash advances or expense reports.
### Default Creation Method

<table>
<thead>
<tr>
<th>Expense Report</th>
<th>Open a Blank Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Report</td>
<td>Open a Blank Report</td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>Open a Blank Authorization</td>
</tr>
</tbody>
</table>

### Expense Defaults

- **Report Description**: [Input Field]
- **Business Purpose**: [Input Field]
- **Originating Location**: [Input Field]
- **Expense Location**: [Input Field]
- **Transportation ID**: [Input Field]
- **Per Diem Range**: [Input Field]
- **Billing Type**: [Input Field]
- **Payment Type**: [Input Field]
- **Credit Card**: [Input Field]
- **Number of Nights**: [Input Field]

### Expense Type Defaults

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Input Field]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
</tbody>
</table>

### Project Defaults for Expenses

<table>
<thead>
<tr>
<th>Enabled</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Description</th>
<th>Activity</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Checkbox]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
</tbody>
</table>

### Time Defaults

- **Country**: [Input Field]
- **State**: [Input Field]
- **Locality**: [Input Field]

### Project Defaults for Time

<table>
<thead>
<tr>
<th>Enabled</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Description</th>
<th>Activity</th>
<th>Description</th>
<th>Time Quantity</th>
</tr>
</thead>
</table>